

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
NATIONAL APPLIED RESOURCE SCIENCES CENTER
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July 27, 1998

In Reply

Refer To:

5400/1330

/1500 (RS-140)P

EMS TRANSMISSION 7/27/98
Instruction Memorandum No. RS-98-045
Expires: 9/30/99

To: All Field Officials

From: Director, National Applied Resource Sciences Center

Subject: End-of-Fiscal-Year (FY) Procedures - Timber Sale Information and
Special Forest Products Systems (TSIS/SFP) **DD: 10/09/98**

Who should read this IM:

All persons who are responsible for the routine use of the Timber Sale Information System and its associated Special Forest Products Subsystem in connection with their individual State Office or District programs involving the use of the following BLM or similar State forms:

Timber Sale Contracts: Lump Sum Sale
5450-3

Scale Sale

5450-4

Contract for the Sale of Vegetative Resources
Negotiated Cash Sales (less than \$2500)

5450-1

5450-5 &

5450-5a

Christmas Tree Tags

5450-10a

Free Use Permits

5510-1

Timber Sale Ledger Card

1370-26

Receipt and Accounting Advice

1370-41

Bill for Collections (Timber)

1371-22

Cash Receipt Document (CR) Temporary Form

1372-4

TSIS Statement of Purpose:

To provide one accurate, up-to-date record set for vegetative resources (timber, special forest, and range products) for all users while making life easier for BLM timber sale, range, and other staff by eliminating the need for tedious hand computations and individual-office "cuff records" systems.

In keeping with the routine procedures that have been followed during previous fiscal years, all Districts shall have their complete FY 1998 Timber Sale Information System and Special Forest Products data, including stratified cutting unit details, current harvest status (Cutting Reports), and then-current Ledger Card and Payment Bonding information entered on the computer no later than COB on Friday, October 9, 1998.

Current Status Reporting and Data Entry Standards:

The Timber Sale Information System and Collections Reports are used to write reports to Congress, many nongovernment organizations, and the public. Therefore, our data must be *timely*. Federal Financial System (FFS) and TSIS accounting data, as well as TSIS harvest data, must be entered at least once a week. Modifications must be entered on the same day they are approved on both FFS and TSIS parts of the system. Our Special Forest Product data must be entered no later than Thursday of each week.

Routine FFS Reconciliations:

The Ledger Card entry, dates, and dollar amounts must match the dollars and dates reported on the Cash Receipt Document (Temp Form 1372-4) and GL 199a Unmatured Timber Sale Reports. You may also use the 123 report in the \$ data base in TSIS to help in the reconciliation. The Special Forest Products should match the total dollars on the monthly balance of the Cash Receipt Document. See Timber Collection reports TC 998 and TC 997 for more help on reconciliation.

The "Timber Sale Ledger Card," Form 1370-26, and "Bill for Collections (Timber)," Form 1371-22, are available in electronic form for use by all Bureau personal.

Summary Bureau Reports for Fiscal Year 1998:

The final cycle of FY 1998 data base updates are scheduled for the October 10-12 weekend, and the ASPEN/2 data bases that have accumulated as of those dates will be archived as a permanent record of the fiscal year. Routine end-of-year State Office and Annual Bureau TSIS and SFP summary reports intended for inclusion in the 1998 edition of "*Public Land Statistics*" and "*Public Rewards From Public Lands*" will be generated from the TSIS and FFS beginning on October 14, 1998.

Implementation of the New (TSIS+) System:

The Oregon TSIS/SFP Rehost Project is still underway and has been making excellent recent progress, but considerable amounts of validation testing still remain ahead for the project team. An implementation date for the approaching conversion to the new BLM Unix/Informix TSIS+ system has not yet been formally scheduled but is currently expected to occur some time during early FY 1999; further information will be forwarded as future schedules become clearly defined.

If you have any questions concerning this IM, please call Tom Costello (NARSC) at (303)236-0144 or John Engels (OR-933-Detached) at (541)741-4437.

Signed by
Lee Barkow
Director, NARSC

Authenticated by
Luron Porter
Staff Assistant

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